United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
New Orleans
Louisiana 70160

USDA

Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: 09–3, Processing Tips

Date: February 13, 2009

To: Holders of the Payroll/Personnel Manual
Personnel Officers
Personnel User Groups
Agency Personnel Offices
T&A Contact Points

This bulletin announces a new feature on the National Finance Center (NFC) Web site (www.nfc.usda.gov) called Processing Tips. This new feature is now available from the Publications page's Quick Pick menu located on the right-hand side of the page. Processing Tips are a series of practical tips for improving processing of personnel actions, payroll documents, time and attendance, manual payments, etc. The tips are applicable to all systems supported by NFC except where noted in the tip guidance.

The first set of Processing Tips was posted to this page on February 13, 2009. The areas covered by the first set of tips include:

- Canceling or Correcting a Time-Off Award
- Leave Audit Process
- Record of Leave Data Transfer
- Processing Tips for History Corrections and Cancellations
- Incorrect Mailing Addresses
- Table 063 Contacts
- Treasury Direct
- Hints for Processing in the Payroll/Personnel System
- Trouble Shooting Tips

New tips will be added on a regular basis so we suggest you visit the site often for updated information. For questions about the Processing Tips, contact the Payroll/Personnel Call Center at 504–426–4630.

JOHN S. WHITE, Acting Director
Government Employees Services Division

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